



## CITY OF EUREKA City Attorney

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August 22, 2019

VIA EMAIL

Dan Rubins  
MuckRock News  
[57840-01734092@requests.muckrock.com](mailto:57840-01734092@requests.muckrock.com)

Re: Public Records Request Dated June 20, 2019

Dear Mr. Rubins:

The City is in receipt of your Public Records Act ("PRA") request dated June 20, 2019, and received on same day via telephone call from Kera (908-894-4965) and email to City Attorney ([cattorney@ci.eureka.ca.gov](mailto:cattorney@ci.eureka.ca.gov)).

Your June 20, 2019 PRA request seeks:

1. "Any and all executed contracts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active within the last two years, other than standard employee agreements. Please provide a copy of the executed document as well as any addenda, amendments, attachments, exhibits, materials, and schedules.
2. Any and all contract template documents, for example, employee agreements, vendor agreements, master services agreements, nondisclosure agreements, or interagency cooperation contracts.
3. General policies and procedures for contract administration, including training materials and records used to instruct members of your agency in contract administration.
4. Any available process narratives, audit reports, or findings regarding contract administration covering the last two years."

On July 9, 2019, the City responded to your request and provided documents, including an excel sheet listing the last two years of executed contracts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active. The excel sheet included links to view some of the executed contracts, MOUs and other equivalent agreements, along with supporting documents, which included any addenda, amendments, attachments, exhibits, materials and schedules. The City required additional time to complete the task of providing links to the remaining items on the excel sheet.

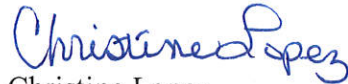
The City has now completed the task of providing links to the excel sheet and is providing it you this date. This now completes your PRA request.

Please follow the link to view the above-referenced excel sheet:

<https://transfer.ci.eureka.ca.gov:5252/sharing/IRnAjWV6v>

Please let me know if you have any questions.

Sincerely,



Christine Lopez  
Legal Assistant, City of Eureka

:cll

cc: City Attorneys  
City Clerk